

March 28, 2001

Dear Sir or Madam:

Enclosed is a copy of the Bureau of the Public Debt's Solicitation BPD-01-CI-0016 for nationwide digital copier services and copier-related office equipment. Copier services are being procured for FedSource/Franchise Business Activity Partners who provide these services to various governmental customer agencies located throughout the United States. The Offeror may submit a proposal in any or all of the copier programs (purchase, lease-to-ownership plans, flat-rate monthly-fee plans, and cost-per-copy plans) or Volume Bands offered under this contract. Participation in the nationwide copier program is mandatory for award. The Offeror may also submit a proposal for rental and/or purchase of copier-related office equipment as a nonmandatory (optional) requirement.

Please note the following items in the solicitation:

1. The STATEMENT OF WORK describes the services to be procured.
2. 52.212-1, INSTRUCTIONS TO OFFERORS – COMMERICAL ITEMS and its ADDENDUM, describe the items which you must include in your offer. It is imperative that you submit a complete package and your best price offer.
3. 52.212-2, EVALUATION – COMMERCIAL ITEMS and its ADDENDUM, provide information on the proposal evaluation process.
4. 52.212-3, OFFERORS REPRESENTATIONS AND CERTIFICATIONS, must be completed by all Offerors.

Please submit any questions on the solicitation no later than Tuesday, April 3; we cannot assure an answer to questions submitted after this deadline. All questions shall be directed to Penny Kidd at the Bureau of the Public Debt. Questions may be sent by fax to (304) 480-7203 or via e-mail to procurement@bpd.treas.gov. You should call (304) 480-7132 to verify receipt of questions.

The offer due date is Monday, April 23, 2001 at 4:00 p.m. (EST) and offers may be mailed to the address in block 9 of the SF-1449. If your package is hand delivered, you must place it in the bid box located in the 4th floor lobby of the United National Bank building at 501 Avery Street, Parkersburg, West Virginia. You must identify the solicitation number and closing date and time on the outside of all packages.

Offers are not solicited from firms debarred, suspended, or proposed for debarment. Ineligible firms shall consider this an informational copy only.

We appreciate your interest in participating in this procurement.

Sincerely,

Timothy J. Wilson
Contracting Officer

Enclosures